

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO.

**419**

PAGE  
NO.

**1 (of 6)**

Requesting Agency

2. Division or Bureau of Requesting Agency

**SUPREME BENCH OF BALTIMORE CITY**

**Department of Probation**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records<br>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.   | 6. Recommendation of Hall of Records and Board of Public Works.  |
|-------------|---|--|
| 1           | <p><b>CASE FOLDERS</b></p> <p>Size: Legal<br/>Quantity: 41 cardboard transfiles, 176 file drawers (active);<br/>249 file drawers (inactive)<br/>Dates: 1921...<br/>File Arrangement: Chronological by case number<br/>(Index: In Item 2)</p> <p>A case folder is prepared for each probationer. The typical case folder contains all or some of the following items: Medical report, pre-sentence investigation report, court record, personal data, employment record, social history, general correspondence, order for probation, police notice, probation reports, and notation of discharge from probation.</p> <p>RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER EXPIRATION, THEN DESTROY.</p> | <p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED<br/>HALL OF RECORDS COMMISSION</p> |
| 2           | <p><b>CARD INDEX TO PROBATIONERS</b></p> <p>Size: 3" x 5" cards<br/>Quantity: 28- two-row card files<br/>Dates: 1922...<br/>File Arr.: Alphabetical by probationer</p> <p>These cards are arranged alphabetically by surname of the probationer, giving age, sex, address, charge, date the case was instituted, indictment number, case number, probation officer, names of parents or guardian, the court of jurisdiction, and the term of probation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>  |  |
| 3           | <p><b>GENERAL CORRESPONDENCE</b></p>  |  |

(continued)

7. Agency, Division or Bureau Representative

*William L. Lusk*  
Signature

**Director of Probation**  
Title

**August 11, 1964**  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

**8/13/64**  
Date

*Marion S. Radloff*  
Archivist

**OCT 1964**  
Date

*William L. Lusk*  
Secretary

| 4.<br>Item<br>No. | 5. Description of Records<br>Describe records accurately. Include title, form number, size of documents,<br>work or activity to which the records relate, inclusive dates, and quantity<br>(cubic or linear feet). Show recommended retention period.   | 6. Recommendation<br>of Hall of Records<br>and Board of Public<br>Works. |
|-------------------|---|--|
| <b>3</b>          | <p><b>GENERAL CORRESPONDENCE</b></p> <p>Size: Legal<br/>Quantity: 4 file drawers<br/>Dates: 1942...<br/>File Arr.: Internal - chronological<br/>              External - alphabetical</p> <p>This file is composed of correspondence with individuals, private firms, various State, city and county agencies, concerning the functions and duties of the Department. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>  |  |
| <b>4</b>          | <p><b>CASH RECEIPTS AND DISBURSEMENTS JOURNAL</b></p> <p>Size: 18" x 16" x 3"<br/>Quantity: 10 vols.<br/>Dates: 1954...<br/>File Arr.: Chronological<br/>Audit: City</p> <p>This is a record of cash receipts and disbursements: Receipts give date, bill and amount; Disbursements give date, check number, name of payee, amount, and purpose. This is the final book of entry.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>  |  |
| <b>5</b>          | <p><b>LEDGER CARDS</b></p> <p>Size: 4" x 12" and 10" x 7"<br/>Quantity: 8 triple-row file drawers (inactive);<br/>              32 double-row legal size file drawers, 12 bins,<br/>  28" x 24" x 10"</p> <p>Dates: 1942...<br/>File Arr.: Alphabetical by sponsor<br/>Index: In Item 2</p> <p>The ledger cards are composed of color-coded cards (yellow: support payments; green: criminal restitution), giving the name and address of the payer, number of current cases, name and address of payee, amount due, frequency of payment, effective date and, under "Remarks", the type of case: bastardy, non-support, or damages.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> |  |
| <b>6</b>          | <p><b>CANCELLED SUPPORT AND RESTITUTION CHECKS</b></p> <p>Size: 7½" x 3"<br/>Quantity: 1,685 check transfiles (26" x 10" x 5");<br/>              32 double-row check file drawers (26" x 20" x 5")</p> <p>Dates: 1924...<br/>File Arr.: Numerical<br/>Index: In Item 2<br/>Audit: City</p>   |  |

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**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

SCHEDULE NO. **419**

PAGE NO. **4**

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|-------------------|--|--|
| 6 (cont.)         | <p><b>Annual Accumulation: 425,000 checks</b></p> <p>This file contains the cancelled checks for monies collected from sponsors and paid (less 2% collection fee ) to their legally recognized dependents through arrangements with the Domestic Relations Division of the Supreme Bench.</p> <p>This series also contains checks paid through arrangement with the Criminal Court and with the Circuit Court, Juvenile Causes, for restitution of damaged property.</p> <p><b>RECOMMENDATION: RETAIN FOR 12 YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</b></p> |  |

APPROVED  
HALL OF RECORDS COMMISSION